

## **PLIMOTH PLANTATION JOB DESCRIPTION**

**Department:** Retail Operations  
**Job Title:** Stockroom Associate  
**Reports to:** Stockroom Supervisor  
**FLSA Status:** Non-exempt  
**Position:** Part-time, seasonal  
**Supervises:** None

### **POSITION SUMMARY**

Receive, sticker and distribute merchandise, maintain a safe and orderly stockroom, assist with packing and shipping mail order.

### **RESPONSIBILITIES**

- Provide a friendly and welcoming presence for all guests and coworkers throughout the Museum.
- Will support the Museums's mission, vision, core values and customer service philosophy.
- Receive and unpack shipments.
- Must follow all safety policies and procedures as outlined in the safety handbook and any safety policies or procedures that may be implemented by the Stockroom Supervisor.
- Inspect product for damages or flaws.
- Sticker merchandise.
- Record accurate counts.
- Stock merchandise to assigned areas.
- Correct discrepancies.
- Handle all merchandise with care.
- Contact buyers or shops when necessary.
- Create proposed p.o.'s on computer.
- Print tags and look up inventory data for reference as needed.
- Pull and fill orders for all shop locations.
- Using the company vehicle, deliver merchandise to all shops - daily and as needed.
- Carefully packs items to avoid damages.
- Maintain a clean and orderly work area.
- Break down cardboard boxes and keep all aisles free of trash.
- Answer phone and take messages.
- Attend meetings as required by Stockroom Supervisor.
- Using the company vehicle, pick up merchandise from vendors or deliver merchandise to off-site locations as requested by the Stockroom Supervisor.
- Assists supervisor with picking, packing and shipping items for mail order.

This description is not intended to be a complete list of all responsibilities, duties, skills, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of key responsibilities of the job as it is at present, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This job description may be reviewed by management at any time either to ensure that it relates to the job currently being performed, or to incorporate changes. Management reserves the right to change a job description; and if/when doing so will discuss with the employees concerned so that any changes are understood by employees.

## **QUALIFICATIONS**

Must be able to comprehend written and oral instructions and follow directions. Use a computer and calculator.  
Must possess current, valid Massachusetts driver's license.

## **PHYSICAL DEMANDS**

Required to sit, stand, kneel, crouch and use a step stool or ladder, operate a pallet jack. Lifting is required. Must be able to lift up to 40 pounds.

## **CORE COMMITMENT**

Whether part-time or full-time, year-round or seasonal, all staff and volunteers at Plimoth Plantation advance the museum's educational mission and strategic goals; they uphold the museum's core values and principles in their work and in all their interactions with the public and coworkers. This commitment helps to ensure that Plimoth's reputation for excellence is maintained and that we, as stewards of the museum, are helping to create a relevant and sustainable future for Plimoth Plantation. The core principles that guide us in our work are:

- **Safety and Comfort:** Conduct yourself and your work at all times in a manner that helps to ensure the safety and comfort of all guests, staff, animals and museum property.
- **Compassionate Customer Engagement:** Plimoth Plantation exists to serve the public. It is their interest, goodwill and generosity that support the museum's mission. Each and every one of us commits to consistently provide our guests with the museum's unique brand of compassionate customer engagement.
- **Professional Excellence:** We believe in continual improvement and we strive for excellence in all aspects of our work every day. We approach our work with earnestness, vigor and the express purpose of providing enriching experiences for our guests.
- **Practice Personal Accountability.** Within the scope of your position, be personally accountable for improving the guest experience and for creating a rewarding, enjoyable workplace for yourself and your colleagues.
- **Advance a Culture of Philanthropy:** In addition to earned revenue, Plimoth Plantation relies on support income (fundraising) from a variety of sources. This includes individual donors, private foundations and government agencies. Philanthropy strengthens and sustains the Museum.
- **As a 501(c)(3) charitable organization,** it is essential that staff at all levels of the organization understand Development as a vital tool that advances the Museum's mission, strategic objectives and highest ideals.
- **Teamwork:** We value the satisfaction and fun that comes from working together toward a common goal or vision. Each of us takes responsibility for creating a collaborative, competent, cooperative environment and ensures that every team member has the opportunity to contribute to the success of the team.

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